

Minutes of the Finance Committee Meeting

Wednesday, November 20, 2002

Chair Haukohl called the meeting to order at 8:47 a.m.

Present: Supervisors Pat Haukohl (Chair), Jim Behrend (left the meeting at 9:05 a.m.), Don Broesch, Genia Bruce, Joe Griffin, and Joe Marchese. Mike Sonnentag arrived at 10:37 a.m.

Also Present : Legislative Policy Advisor Mark Mader, Risk Management Administrator Laura Stauffer, Senior Risk Management Analyst Jeff Newcomb, Public Works Director Rich Bolte, Business Manager Betsy Crosswaite, Senior Services Director Cathy Bellovary, Register of Deeds Mike Hasslinger, Senior Financial Analyst Andy Thelke, Health & Human Services Director Peter Schuler, Deputy Health & Human Services Director Ernie Messinger, Children & Family Services Manager Jesus Mireles, Administrative Services Manager Russ Kutz, Clinical Services Manager Mike DeMares, Budget Manager Keith Swartz, and Senior Financial Analyst Mike Baniel.

Approve Minutes of Oct. 16, 18, 21, & 28, and Nov. 6, 2002

MOTION: Griffin moved, second by Behrend to approve the minutes of October 16, 18, 21, & 28, and November 6. Griffin asked that an amendment be made to the minutes of October 16. Motion carried 6
as amended. -0

Executive Committee Report

Haukohl said Internal Audit staff reviewed the Highway operations audit and their recommendations. They also toured Phoenix Heights. Eight lots remain and there are no vacancies in developed homes.

Schedule Next Meeting Dates

December 11th, 2002.

Read Correspondence

Haukohl distributed information from Senior Services Director Cathy Bellovary defining Title - III dollars and how they're used; and the two most recent Executive Committee correspondence lists.

Future Agenda Items

- Discuss Outlot Ownership and Tax Delinquency Issues (Haukohl)
- Discuss Impact Fees and the Wheel Tax (Marchese)

Behrend left the meeting at 9:05 a.m.

3rd Quarter Status Report on Claims

Newcomb reviewed his report entitled "Waukesha County Worker's Compensation - 1998 to 2002 Claims History Summary." A total of 101 claims were opened by the end of the 3rd quarter of 2002, 41 remained open, and the total incurred was \$238,204. Since 1998, 603 claims have been opened, 58 remained open, and the total incurred was \$1,790,633. Newcomb highlighted some of the larger claims that have opened and those that have closed.

Stauffer reviewed 3rd quarter statistics as outlined in her report entitled "Waukesha County Claims History - 1998 to 2002." There were 18 claims opened in the area of general liability, 12 remained open, and the total incurred was \$127,739. In the area of auto liability, 19 claims were opened, 10 remained open, and the total incurred was \$34,866. There were 26 auto physical damage claims opened, 7

remained open, and the total incurred was \$49,203. A total of 24 property damage claims were opened, 15 remained open, and the total incurred was \$61,201. Stauffer highlighted some of the larger claims that have opened and those that have closed.

Bond Update for Elected Officials

Stauffer distributed copies of "Public Official's Bond Limits." Stauffer said the State Statutes requires that official bonds be executed and filed for specified county officers. A resolution will be submitted to the County Board for the December 17 County Board meeting. The bonds involve the officials' faithful performance of their duties and honest accounting for money that comes into their hands in an official capacity. The bonds cover the elected officials and not their employees.

Stauffer said the County typically sets the bond limits greater than what's required by law. The bond limit recommendations are for future terms of office. Staff are recommending the same as last year with the exception of the Treasurer whose bond limit was decreased from \$1,000,000 to \$500,000 partly because of the current insurance market and difficulties in getting that high of coverage. The recommended bond limits for the County Clerk, Register of Deeds, and the Sheriff is \$25,000, and the Clerk of Courts is \$200,000.

MOTION: Marches moved, second by Broesch to accept the above -listed bond limit recommendations. Motion carried 5 -0.

Ordinance 1570- 078: Transfer Jurisdiction of Highways with City of Delafield

Bolte explained the changes that were requested by the Public Works Committee. The second "whereas" paragraph had referred to being in compliance with the SEWRPC plan but it's really covered under the State Statutes, therefore, the verbiage was changed to reflect this. The agreement was also changed and it now reflects an effective date based upon when the County Board would consider/adopt this ordinance. He also added some language that had been penciled in about not exceeding the \$100,000 limit for the grant. Haukoil said the Executive Committee discovered an error in the fiscal note which states the County will transfer about 1/2 mile of C.T.H. "C" to the city. It's actually about two blocks.

MOTION: Marches moved, second by Bruce to approve ordinance 157 -O-078. Motion carried 5 -0.

Fund Transfer 2002 -400-1: Public Works -Transfer Funds from Personnel Expenses and Operating Expenses to Operating Expenses

Crosswaite discussed this fund transfer which involves transferring \$220,000. Crosswaite advised there is a \$65,000 savings due to the vacancy of the Transit Coordinator position, and \$155,000 is available in the general fund, primarily savings from a favorable bid price on Natural Gas. The reason for the transfer is that they are short in the Transit Services Fund. This is due to decreased ridership on Route 10. The actual 2001 figure was 196,300 riders and staff are estimating 158,400 in 2002. However, the 2002 budget was based on 215,000 riders. Haukoil asked why was it set so high if the 2001 figure was only 198,000? Crosswaite said she could only speculate because the person who developed that budget no longer works for the County. That person probably had about 5 or 6 months worth of ridership for 2001 and used that information to project 2002 ridership. In addition, Crosswaite said 2001 actual ridership in the paratransit area was 11,100 and they budgeted for only 10,200. This was because when the budget was put together they only had 5 or 6 months worth of information. Projected 2002 ridership is projected to be about 13,200 -a 29% increase. Crosswaite believes estimated ridership figures in the 2003 budget are more accurate.

Eslers said ridership reduction and the loss of fare revenues for Route 10 accounts for about \$42,000 of the transfer and the transfer for paratransit services totals \$48,000, so that leaves about \$130,000 of the transfer unexplained? Bolte said the expenses were higher than revenues. Crosswaite said the fare box

revenues on Route 10, based on budgeted figures vs. actual figures, reflect a decrease of about \$125,000. Haukoht said this still didn't equal the transfer amount. Crosswaite agreed and she said there were fluctuations in other routes as well but these were the two most drastic areas. Crosswaite said she would give the committee and Esler copies of her spreadsheet that itemizes invoices for all routes. This spreadsheet is kept every year and aids in the budget preparation process.

MOTION: Bruce moved, second by Broesch to approve fund transfer 2002 -400-1, Public Works. Motion carried 5 -0.

Ordinance 157 -O-086: Department of Senior Services to Accept Grant From Scherffius Fund
Bellovary and Woyak discussed this ordinance which involves accepting \$1,388 in Scherffius grant funds which will be used to purchase new chairs for the Oconomowoc Senior Lunch Center.

Sonnentag arrived at 10:37 a.m.

MOTION: Broesch moved, second by Griffin to approve ordinance 157 -O-086. Motion carried 6 -0.

Fund Transfer 2002 -111000-1: Register of Deeds -Transfer Funds from Personnel Expenses and Operating Expenses to Interdepartmental Charges

Hasslinger discussed this fund transfer which involves transferring \$55,000 as they anticipate processing more documents than what was budgeted. This is due to an extended period of low interest rates, mortgage refinancing, and an increase in the number of pages per document. Staff expects salary and benefits to be below budget by at least \$30,000 and small equipment and software repair and maintenance costs by at least \$25,000.

MOTION: Bruce moved, second by Griffin to approve fund transfer 2002 -111000-1, Register of Deeds. Motion carried 6 -0.

Fund Transfer 2002 -1: Parks & Land Use -Transfer Funds from Operating Expenses to Fixed Assets

Thelke discussed this fund transfer which involves transferring \$30,000 which executes \$977,000 worth of land acquisition that have already been approved through ordinances. The fixed assets appropriation currently has only \$950,000. It is expected that consulting services for property appraisals and survey costs will be significantly lower than what was budgeted for 2002. Mader asked if this type of transfer was considered routine. Thelke said yes and they should probably adjust future budgets accordingly.

MOTION: Broesch moved, second by Bruce to approve fund transfer 2002 -1, Parks & Land Use. Motion carried 6 -0.

Fund Transfer 2002 -360000-1: Health & Human Services -Transfer Funds from Personnel Expenses to Operating Expenses

Thelke discussed this fund transfer which involves transferring \$50,000. He said it relates to ordinance 157-O-088 (below) but they are being handled separately because of different program areas. The transfer is due to greater than budgeted court ordered days of care in the AODA Residential Outpatient Clinic and Support Services area. Funds are available at the department projects personnel expenses to be under budget at year end due to retirements and position turnover and vacancies. At Haukoht's request, Schuler discussed AODA placement costs.

MOTION: Marchese moved, second by Griffin to approve fund transfer 2002 -360000-1, Health & Human Services. Motion carried 6 -0.

Ordinance 157 -O-087: Increase State Revenues and Expenditure Appropriation for the Birth to Three Program in the Waukesha County Department of Health and Human Services

Messingers said this ordinance involves accepting an additional \$115,000 in state funding: \$19,482 for the Birth to Three Program and \$95,518 in State Children & Families Incentive Funding. This ordinance results in no additional direct tax levy impact in 2002. Messingers said next year's allocations should be sufficient due to an increase in funds but there are always unknowns. There was a lengthy discussion on this program and its mandates as well as lobbying efforts by staff and clients to the state to provide more funding. Mireles explained the Birth to Three services that are offered.

MOTION: Broesch moved, second by Bruceto approve ordinance 157 -O-087. Motion carried 6 -0.

Ordinance 157O- 088: Appropriate Additional Fee for Services Revenue and Increase Expenditure Appropriations in the Waukesha County Department of Health and Human Services 2002 Budget for the Mental Health Center Fund

Schuler discussed this ordinance which involves accepting additional charges for services revenue for the Mental Health Center totaling \$70,000 which will be used to pay for increased personnel costs primarily due to employees who took paid family medical leaves or were off due to illness. Staff estimate that client fees will exceed budget at year-end due to greater than budgeted insurance and Medicare reimbursements.

MOTION: Marchese moved, second by Griffinto approve ordinance 157 -O-088. Motion carried 6 -0.

Ordinance 157O- 089: Appropriate Additional State of Wisconsin Funding and Transfer Fund to Operating Expenses in the Waukesha County Department of Health and Human Services

Copies of the revised fiscal notes were distributed which had a minor error regarding number of placement days. Staff discussed the ordinance which involves accepting additional state Youth Aids for community placement funding totaling \$353,000; State Community Services Deficit Reduction Funding of \$67,400; prior year revenue state refunds of \$53,800; and state mental health institution placement reimbursements of \$80,000.

Staff noted that \$105,000 of Long Term Care institute placement budget appropriations is available to transfer for mental inpatient institute placement costs due to lower institute placement days provided to Long Term Care clients. Also, the department projects personnel expenditures to be under budget, making available for transfer \$60,000 due in part to retirements, and turnover and vacancies held open in preparation for planned position reductions occurring in 2003.

Staff are expecting that these above -mentioned funding sources will be sufficient to cover anticipated budget overages for care of patients at the state mental health institutions, mental health client medication costs, and purchased services in the Mental Health Outpatient and Support Services Program.

MOTION: Sonnentag moved, second by Broesch to approve ordinance 157 -O-089. Motion carried 6 -0.

3rd Quarter Status Report on General Funds

Swartz and Baniel discussed the report as outlined entitled "9 Months -2002 Budget Monitoring Summary Report -General Fund Operations." For nine months of 2002, actual operating expenditures were at \$50.0 million or 66.6% of the total general fund modified expenditure budget. Expenditures for the same period in 2001 were at \$48.2 million or 69.2% of total 2001 expenditures.

Through nine months of 2002, represented employee's actual wages and related benefits are based on the 2001 union contract rates, as all union contracts are currently unsettled for 2002. However, the year -end estimates do include the accrual that will be made (if contracts are still unsettled) based on the estimated

full cost of represented employee wages and benefits. Then nine -month totals for 2002 are approximately \$500,000 or 0.7% less than would otherwise be reflected.

Operating revenues received through nine months in 2002 are \$22.4 million or 73.3% of the modified revenue budget. This is compared to the first nine months of 2001 when revenues of \$22.1 million were 71.7% of the total revenues earned for 2001.

Item(s) Held over

- Ordinance: Ratification of 2002 -2003-2004 Highway Collective Bargaining Agreement (pending ratification vote)

MOTION: Broesch moved, second by Sonnentag to adjourn at 12:29 p.m. Motion carried 6 -0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Joseph F. Griffin
Secretary